



County Counselor



Common Mission

The mission of the County Counselor's Office is to provide high-quality, nonpartisan legal services and representation to the Board of County Commissioners, elected and appointed officials, departments, and advisory boards.

Expenditure Summary

Expenditures by Program	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Special Liability	529,061	543,484	523,683	-3.6%
Delinquent Tax Collection	204,341	231,303	215,459	-6.8%
County Court	148,987	168,514	171,718	1.9%
County Counselor	782,224	778,741	847,788	8.9%
Total	1,664,613	1,722,042	1,758,648	2.1%

Expenditures by Category

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	891,700	1,002,088	1,012,962	1.1%
Contractual Services	713,750	687,954	709,895	3.2%
Commodities	13,255	18,750	26,482	41.2%
Capital Improvements	-	-	-	
Capital Outlay	2,659	5,000	5,000	0.0%
Interfund Transfers	43,249	8,250	4,309	-47.8%
Total	1,664,613	1,722,042	1,758,648	2.1%
Grant Revenue	-	-	-	
Fee Revenue	50,044	60,000	58,000	-3.3%
General County Revenue	1,614,569	1,662,042	1,700,648	2.3%

**Sedgwick County
Board of Commissioners
2002 Priorities:**

- ☞ Youth Services
- ☞ Process Improvement & Collaboration
- ☞ Demographics
- ☞ Economic Development
- ☞ Quality of Life

Overview

The Delinquent Tax Unit contacts delinquent personal property taxpayers through a series of mass mailings to collect delinquent taxes owed Sedgwick County. Such contact by the Delinquent Tax Unit serves to foster greater accuracy in the County's personal property tax roll. For example, taxpayers' responses to mass mailings sometimes illustrate what changes need to be made in the County tax roll in order to accurately reflect current ownership of taxable personal property items.

The Delinquent Tax Unit is solely supported by general County revenues. With 4 full-time employees, personnel cost consumes 91% of their budget authority. The 2002 budget includes a 3% general salary increase for all County employees.

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	190,873	209,410	196,540	-6.1%
Contractual Services	5,926	9,743	10,710	9.9%
Commodities	1,322	2,400	2,400	0.0%
Capital Improvements	-	-	-	
Capital Outlay	2,400	1,500	1,500	0.0%
Interfund Transfers	3,820	8,250	4,309	-47.8%
Total	204,341	231,303	215,459	-6.8%
Grant Revenue	-	-	-	
Fee Revenue	-	-	-	
General County Revenue	204,341	231,303	215,459	-6.8%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Delinquent Personal Property Taxes January 1	\$2,547,263.63*	\$2,300,000	\$2,400,000
Delinquent Personal Property Taxes December 31	\$838,540.23**	\$450,000	\$400,000
Delinquent collected during year	\$1,708,723.40	\$1,950,000	\$1,950,000
% of initial pool of delinquencies collected during year	67%	85%	81%
Delinquent removed by "correction of errors" during year	\$984,590.74	\$1,250,000	\$1,500,000
% of initial pool of delinquencies removed by "correction of errors" during year	39%	54%	63%
Number of taxpayer phone calls received during year	4,005	5,100	5,700
Number of taxpayer walk-ins and field contacts during year	355	500	600

*February 7, 2000

**December 20, 2000

County Counselor Delinquent Tax Unit

Mission

To collect as much as possible of the delinquent personal property taxes owed Sedgwick County and to promote accurate County records on taxpayers' assessable personal property.

Goals:

- ☞ Maximize the collection of each year's delinquent personal property taxes.
- ☞ Promote accuracy of the County's personal property tax roll by insuring that it reflects accurate ownership and address information regarding taxpayers.

Sedgwick County Board of Commissioners

2002 Priorities:

- ☞ Youth Services
- ☞ Process Improvement & Collaboration
- ☞ Demographics
- ☞ Economic Development
- ☞ Quality of Life

Overview

County Court is authorized by K.S.A. 19-101(d) and was created to enforce County Codes and resolutions through the criminal prosecution of violators. It was created by BoCC resolution in 1991, when it handled only Animal Control cases. Since its creation, more "enforcing" departments have become aware of its place and have begun working with our staff to seek prosecution for violations of the County Code. The County Counselor is responsible for prosecution of all cases filed in County Court.

County Court generates revenues through the collection of court fines but still receive support from general County revenues. 94% of the budget employs 2 full time employees, and one half time employee. The 2002 budget includes a 3% general salary increase for all County employees.

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	143,993	157,764	161,168	2.2%
Contractual Services	3,909	8,650	8,450	-2.3%
Commodities	1,085	2,100	2,100	0.0%
Capital Improvements	-	-	-	
Capital Outlay	-	-	-	
Interfund Transfers	-	-	-	
Total	148,987	168,514	171,718	1.9%
Grant Revenue	-	-	-	
Fee Revenue	50,044	60,000	58,000	-3.3%
General County Revenue	98,943	108,514	113,718	4.8%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Number of training classes conducted for new employees in six departments (excluding Sheriff's)	10	12	12
Number of training classes conducted for each Sheriff's recruit class and as needed for special areas of prosecution	3	3	4
Average number of court dates in each case	1.5	1.5	1.4

County Counselor County Court

Mission

To provide and oversee an effective County Court system that prosecutes and adjudicates violations of County codes and resolutions.

Goals:

- ☞ Train seven County departments to write citations, make reports and give testimony for County Court violations.
- ☞ Minimize demand on resources among departments enforcing codes.

***Sedgwick County
Board of Commissioners
2002 Priorities:***

- ☞ Youth Services
- ☞ Process Improvement & Collaboration
- ☞ Demographics
- ☞ Economic Development
- ☞ Quality of Life

Overview

The County Counselor provides in-house legal services to the Board of County Commissioners, elected and appointed officials, and advisory boards. Services include advising with oral and written legal opinions, representation in legal proceedings and the review and preparation of contracts, resolutions, policies and procedures and mitigation of all cases of liability against the County, including claims originating from the County jail.

The County Counselor's Office generates some revenue through the collection of fines generated in County Court, but the majority of support comes from general County revenues. Unlike most County departments, personnel costs only consume 49% of total budget funding 10.67 positions. Funding for legal professional services (funding set aside for payment to attorneys hired to handle special situations) and case settlements make up 80% of budgeted contractual services. The 2002 budget includes a 3% general salary increase for all County employees.

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	556,834	634,914	655,254	3.2%
Contractual Services	703,915	669,561	690,735	3.2%
Commodities	10,848	14,250	21,982	54.3%
Capital Improvements	-	-	-	
Capital Outlay	259	3,500	3,500	0.0%
Interfund Transfers	39,429	-	-	
Total	1,311,285	1,322,225	1,371,471	3.7%
Grant Revenue	-	-	-	
Fee Revenue	-	-	-	
General County Revenue	1,311,285	1,322,225	1,371,471	3.7%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
% Of clients satisfied with service	90	90	90
On-site training sessions conducted	25	25	25
Average number of legal educated attorneys	3	3	3

County Counselor General Legal Services

Mission

The mission of the County Counselor's Office is to provide high-quality, nonpartisan legal services and representation to the Board of County Commissioners, elected and appointed officials, departments, and advisory boards

Goals:

- Assist County by prevention and avoidance of legal claims.
- Render sound legal advice in a prompt and responsive manner.

Sedgwick County Board of Commissioners

2002 Priorities:

- Youth Services
- Process Improvement & Collaboration
- Demographics
- Economic Development
- Quality of Life

County Counselor's Office Staffing Detail

Code	Classification	Range	2000 FTE	2001 FTE	Adopted Budget
KCA	County Counselor	33	1.00	1.00	105,053
KCB	Assistant County Counselor	31	2.67	2.67	210,163
KCE	Chief Attorney	29	2.00	2.00	146,503
KCF	Senior Attorney	27	1.00	1.00	52,561
KCS	Attorney	25	2.00	2.00	96,031
KCW	Paralegal	19	1.00	1.00	40,489
KCO	Investigator	18	2.00	2.00	69,476
KBI	Administrative Assistant	18	2.00	2.00	59,468
KDK	Fiscal Associate	16	0.50	0.50	16,296
KDB	Office Specialist	15	3.00	3.00	69,681
Direct Employee Totals			17.17	17.17	865,721
Longevity					6,127
Overtime					200
Part-time/Temporary					10,400
Benefits					171,491
Budgeted Savings					-40,977
Total County-Funded Personnel Cost					1,012,962

County Counselor
General Legal Services

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